	EST FOR LEAVE
To be filled out by employee:	
I,(Name of employee)	, request leave in accordance with Executive Order 98-13 to participate in
(Name or employee)	
(Name of	f program)
on from ( <i>Date</i> ) ( <i>Time</i> )	to ( <i>Time</i> )
Signature of employee Date (month, da	y, year) Printed name of employee
	PRIOR VOLUNTARY SERVICE
To be filled out by authorized representative of a governmental entity or	tax exempt organization:
I am an authorized representative of	(Name of organization)
which is a governmental entity or is exempt from federal income tax. I verify	that the above named individual performed hours of
	That the above hamed individual performed hours of
voluntary service on behalf of the organization on	
[Date(s)]	
Circulture of Authority of December 1	Drived a consent Authorized December 1
Signature of Authorized Representative	Printed name of Authorized Representative
Title	Telephone number
	Telephone manuel
PART 3 - EMPLOYING AGENCY'S	RESPONSE TO LEAVE REQUEST
	RESPONSE TO LEAVE REQUEST
PART 3 - EMPLOYING AGENCY'S  To be filled out by agency head's designee:	RESPONSE TO LEAVE REQUEST
To be filled out by agency head's designee:  The above request for leave is:	RESPONSE TO LEAVE REQUEST
To be filled out by agency head's designee:  The above request for leave is:  Approved Disapproved	RESPONSE TO LEAVE REQUEST
To be filled out by agency head's designee:  The above request for leave is:	RESPONSE TO LEAVE REQUEST
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To be filled out by agency head's designee:  The above request for leave is:  Approved Disapproved	RESPONSE TO LEAVE REQUEST  Date (month, day, year)
To be filled out by agency head's designee:  The above request for leave is:  Approved Disapproved If disapproved, reason:	
To be filled out by agency head's designee:  The above request for leave is:  Approved Disapproved  If disapproved, reason:  Signature of Agency Head's Designee	
To be filled out by agency head's designee:  The above request for leave is:  Approved Disapproved  If disapproved, reason:  Signature of Agency Head's Designee  PART 4 - VERIFICATION OF VOLUNTARY SERVICES PE To be filled out by an authorized representative of a governmental en	Date ( <i>month, day, year</i> ) RFORMED DURING NORMAL HOURS OF EMPLOYMENT
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## COMMUNITY SERVICE LEAVE

PURPOSE: To promote the direct involvement of state
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employees in public services in their communities

through volunteer efforts.

SCOPE: This policy applies to employees subject to the

jurisdiction of the State Personnel Department or

employed by the State Police Department.

STATEMENT OF POLICY: Each full time State employee will be allowed leave

with pay from the employee's regular assigned duties, not to exceed a combined total of seven and one-half hours (7.5) each calendar year (including the remainder of calendar year 1998), to voluntarily participate in activities for the benefit of another governmental entity or an organization that is exempt from federal income taxation under Section 501(c)(3) of the Internal Revenue Code. The voluntary activities must not promote religion or attempt to influence legislation, governmental

policy, or elections to public office.

RESPONSIBILITY: It shall be the responsibility of the employee to

request such leave at least seven (7) calendar days in advance, unless the request is to provide services in emergency situations, and in writing

on the prescribed form. (Attached)

To be eligible for leave with pay under this program, the employee must provide written documentation on the prescribed form, that, prior to the date(s) for which the employee has requested this leave, the employee has donated an equivalent amount of the employee's own time to a governmental entity or tax-exempt organization.

It shall be the responsibility of the agency head or his/her designee to provide a written response to the employee on the prescribed form approving or disapproving each request for leave. If disapproved, the reason must be stated on the form. Such notification shall be provided prior to the date(s) for which leave is requested.

REFERENCES: Executive Order 98-13

EFFECTIVE DATE: July 1, 1998

APPROVAL: O. Sue Koberanu

D. Sue Roberson
State Personnel Director